

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CORRECTIONS SHIFT SUPERVISOR

JOB DESCRIPTION

Employees in this job direct corrections officers in the security and custody activities in a state correctional facility. The shift supervisor maintains prisoners' discipline, prevents prisoner escapes, and ensures the personal safety of prisoners, staff, and visitors through the application of Department of Corrections' policies and procedures, facility rules, and the methods and techniques of the correction service. The work is performed under general supervision and requires thorough knowledge of the Department of Corrections rules, regulations, policies and procedures; and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job.

Position Code Title – Corrections Shift Supervisor-1

Corrections Shift Supervisor 11

The employee serves a first-line supervisor of Corrections Officers.

Position Code Title – Corrections Shift Supervisor-2

Corrections Shift Supervisor 12

The employee serves as a second-line supervisor and directs and participates in safety and security activities of a broadened scope and functions under general supervision in one of three capacities; as the overall security supervisor at a prison camp working under the direction of the Assistant Deputy Warden for Custody and Security, as the assistant shift commander at a correctional facility and may also act as the shift commander on a relief basis, or as the supervisor of an absconder recovery unit.

Position Code Title – Corrections Shift Supervisor-3

Corrections Shift Supervisor 13

The employee serves as a third-line supervisor and functions as the shift commander of an assigned shift at a correctional facility. Work is performed under limited supervision.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Communicates, interprets, and applies departmental policies, facility regulations, and Department of Civil Service Rules to subordinates.

Directs custody and security activities necessary to assure a safe environment. Directs Corrections Officers in the enforcement techniques for prisoner discipline at meals. Plans and conducts in-service training for employees.

Observes prisoners' activities to detect unusual or prohibited behavior, which might be a threat to the security of the facility or the safety of prisoners, employees, or visitors.

Takes, receives, checks, and records periodic counts of residents.

Inspects through the use of visual observation, buildings, guard posts, prison shops, farms, recreational areas, etc., for violations of regulations or unsafe conditions, assuring the maintenance of prisoners' safety, health, and discipline.

Directs the inspection of incoming and outgoing vehicles, materials, and supplies for the presence of contraband. Also directs the inspection of visitors, prisoners, or employees for contraband or weapons.

Observes and appropriately responds personally and through subordinates to "critical incidents" such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening facility security; response may require use of firearms. Serves as a squad leader during an actual or simulated riot, or any other emergency situation.

Directs and participates in periodic shakedown of buildings, grounds, and cellblocks to detect contraband or defects in the security system.

Acts personally and through subordinates to control disturbance and disorders, takes immediate control of the situation, and applies pre-need contingencies.

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Directs and participates in investigations for fugitives from the Department of Corrections to cause their arrest.

Occasionally performs the duties of a higher level supervisor on a relief basis.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the rules, regulations, policies, and administrative practices of the Department of Corrections.

Extensive knowledge of problems associated with the extended confinement of large numbers of prisoners.

Thorough knowledge of standard procedures for maintaining security.

Thorough knowledge of riot control, the use of firearms, fire fighting equipment, and detection of contraband.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough skill in self-defense, the use of assigned weapons, and restraint procedures.

Ability to understand and follow complex oral and written directions.

Ability to think and act quickly and appropriately in emergencies.

Ability to supervise and assist officers in their duties.

Working Conditions

The job is located in a correctional facility and requires direct contact with prisoners.

The job duties require the use of firearms and fire fighting equipment.

The job requires the ability to work in emergency situations.

Physical Requirements

The job duties require an employee to be absent of any physical limitations, which would impair effective performance in the Department of Corrections.

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Education

Educational level typically acquired through completion of high school and fifteen semester (23 term) college credit hours in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

Experience

Corrections Shift Supervisor 11

Two years of experience as a Corrections Officer, Corrections Medical Aide, or Special Alternative Incarceration Officer.

Corrections Shift Supervisor 12

One year of experience as a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11.

OR

Two years of experience as a Resident Unit Officer E10, Corrections Medical Unit Officer E10, or Special Alternative Incarceration Officer E10.

OR

Three years of experience as a Corrections Officer E9, Corrections Medical Aide E9, or Special Alternative Incarceration Officer 9.

Corrections Shift Supervisor 13

One year of experience as a Corrections Shift Supervisor 12 or Corrections Investigator 12.

OR

Two years of experience as a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
CORSHFSPV	Corrections Shift Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Corrections Shift Supervisor-1	CORSPV1	NERE-127
Corrections Shift Supervisor-2	CORSPV2	NERE-130
Corrections Shift Superviso-3	CORSPV3	NERE-131

ECP Group 3
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